

## Glen Huntly Primary School 3703



### Assessment and Reporting Policy

#### **Rationale:**

Assessment and reporting are integral to the planning of curriculum. The school's assessment practices are based on collaborative decision-making involving students, parents and teachers. It is the policy of this school that the forms of assessment and reporting aim to:

- Promote a positive attitude towards learning
- Encourage the pursuit of excellence
- Provide method of assessment that enable access for all students
- Provide an accurate assessment of the child's progress to parents
- Provide a basis for program evaluation and continuing curriculum improvements
- Inform teachers of areas where additional assistance or extension is needed
- Facilitate the success of all students

#### **Implementation:**

##### **Assessment and Reporting:**

Will be in accordance with Department of Education and Training (DE&T) guidelines and based on the Victorian F-10 Curriculum that:

- Reflects the total development of the student
- Encourages students to reach their learning goals
- Works towards providing students with the opportunity to participate in the setting and assessment of individual goals
- Is appropriate to suit the variety of learning styles and situations
- Develops and maintains a cumulative record for each student
- Assists in the diagnosis of student strengths and weaknesses
- Teachers follow the schools Assessment Schedule

Assessment and reporting involves the use of a variety of assessment tools to measure student progress which vary across the curriculum areas and levels within the school. This may include but is not limited to, English Online Interview, Early Years Numeracy Interview, NAPLAN, PATMaths, PATScience, Fountas and Pinnell, ICAS Science, diagnostic tests, running records, observation surveys, teacher checklists, anecdotal notes, annotated work samples, student self-evaluation or peer evaluation.

##### **The reporting cycle shall consist of:**

- An information evening at the beginning of each year to provide parents with insights into programs planned for each year level
- New and Prep Parent Reporting Information Evening will be held in Term 2
- Each semester there will be 3 Way Discussions held with: student / parent/guardian / teacher
- Additional interviews being arranged at the request of either parent or teacher at a mutually suitable time
- Parent Support Group (PSG) meetings conducted each term for students who are funded

**This policy was ratified by School Council September 2017**

- Student Support Group (SSG) meetings conducted each term for students who have been identified by the Principal / Assistant Principal / Student Wellbeing Coordinator who need extra support to achieve their learning outcomes
- School devised reports distributed to parents twice yearly
- Individual Learning Improvement Plans (ILIPs) are created for each student. Class teachers will use student data to create an ILIP for students in their class

### **English as Additional Language Students:**

As per DET and our English as an Additional Language Policy definition of an EAL student, a student can be assessed on the EAL Continuum if they are:

- Beginning school in Australia at any year level
- Born overseas or in Australia
- Beginning school with little, some or no exposure to English
- With schooling equivalent to that received by their chronological peers
- With little or no previous formal schooling in any country, or with severely interrupted education in their first language

If a student meets these conditions then they will be reported against the stages of the EAL Continuum rather than the Victorian Curriculum English Standards. The stages are:

- Stage A- Prep to Year 2
- Stage B- Year 3- Year 6
- Stage S- Secondary School

### **New Enrolments and Departing Students:**

- If a new student enrolls in our school from the beginning of Week 2 in Term 2 or Term 4, they will not be provided with progression points
- If a new student enrolls in our school from the beginning of Week 4 in Term 2 or Term 4, they will not be provided with a written report
- If an enrolled student leaves our school before the end of Week 5 in Term 2 or Term 4, then a report for that child cannot be issued, as that student will no longer be present on our CASES student roll data

### **Resources:**

- <http://www.education.vic.gov.au/school/teachers/support/Pages/assessment.aspx>
- <http://victoriancurriculum.vcaa.vic.edu.au/>
- <http://www.education.vic.gov.au/school/teachers/support/diversity/eal/continuum/Pages/default.aspx>

### **Related Policies:**

- English as an Additional Language Policy

### **Policy Evaluation:**

- This policy will be reviewed as part of the school's four year review cycle or if DET make changes to the Assessment and Reporting Guidelines